



## CITY OF TORRANCE

### Police Operations Series

### Career Ladder

#### Police Records Administrator

5 yrs law enforcement records mgmt. exp, including 3 yrs in a supervisory capacity; Coursework or training in law enforcement records management is preferred; and valid Class C CDL.

#### Police Operations Supervisor

HS Grad or GED Cert; & 3 yrs exp in a law enforcement environment in the specific area of assignment. One yr of supervisory or lead work exp is preferred.

#### Police Services Officer

HS Grad or GED Cert. No specific exp is req'd, exp working with the public is desirable. Standards & Training for Corrections certified Adult Corrections Officer Core Course must be completed within 1<sup>st</sup> year of employment as a condition of continued employment; and valid Class C CDL

#### Police Records Technician

HS Grad or GED Cert. One yr exp in public contact work. Exp. performing the accurate input of data or performing clerical or administrative support is highly desirable.



Requires add'l training or  
educ. to qualify for promotion



PROMO



LATERAL